

CITY OF AUSTIN
PURCHASING OFFICE
SCOPE OF WORK (RFP)
SOLICITATION NUMBER: STA0010

AUXILIARY WATER ORDINANCES REVISIONS

SCOPE OF WORK

1. **PURPOSE**

The City of Austin, through its Austin Water Utility (AWU), seeks proposals from consultants interested in providing professional services for an assessment of various City Ordinances, Codes, and other regulations related to the use of auxiliary waters. Auxiliary water is defined in section 1623.0(2) of the Plumbing Code as: "...any pressurized water supply on or available to the premises other than the Austin Water Utility's approved public potable water supply. These auxiliary waters may include water from another water purveyor's public water supply or any natural source(s), including without limitation, rain, a well, lake, spring, river, stream, harbor, and so forth; or ground water, surface water, ponded water for detention, retention or re-irrigation, or used waters, reclaimed water, recycled water, air conditioning condensate, or industrial fluids but does not include forced sewer mains or any pumped sewage that is piped to City of Austin sewer or on-site sewage facility system."

The purpose of the assessment is to provide a list of recommended changes to City Ordinances and Codes so that they facilitate the adoption of auxiliary water use without compromising public health. Anticipated services include:

- A. Review EPA and AWWA (American Water Works Association) guidance documents on backflow prevention and cross connection control as it relates to the use of auxiliary waters;
- B. Review of state regulations, in Arizona, California, Florida, Texas and other states or countries determined in consultation between the consultant and Austin Water staff. The review will pertain to auxiliary water use by public water systems with careful attention to: applicable treatment standards for reclaimed water; water distribution system requirements (e.g., separation requirements; piping color; policy on replacement of existing pipe when converting existing potable irrigation systems to reclaimed, etc.); dispersion restrictions (e.g., spraying vs. in ground irrigation); cross connection prevention requirements; and history/record in regard to public health and safety, in particular cross connections.
- C. Review and summarize typical municipal requirements pertaining to potable water customers using auxiliary waters;
- D. Review various plumbing codes with the understanding that any recommendations must conform with rules and laws of the State of Texas or note that implementation would require a change in state law, and that Austin Water management will review and determine which recommendations to propose for approval by the City Council
- E. Based on findings of best practices from the researched communities and Austin, consider and propose changes to the City of Austin's Cross-Connection Regulations (Chapter 15-1), Plumbing Code (Article 6, *Plumbing Code*, Chapter 25-12), Reclaimed Water Ordinance (Article 4, *Reclaimed Water*, Chapter 25-9, *Water and Wastewater*), and Utilities Criteria Manual (Section 2, *Water, Reclaimed Water and Wastewater Criteria*) to promote the use of auxiliary water use without compromising public health protection;
- F. Research and identify potential risks to public health or the public potable water system associated with any recommendations;
- G. Make recommendations on staffing and resources required to implement and enforce the recommended code changes; and
- H. In conjunction with staff, make presentations to various City of Austin Boards and Commissions regarding potential code changes.

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2. **BACKGROUND**

Austin, Texas (City) is a vibrant community of approximately 800,000 located in Central Texas and serves as the State Capital. Austin uses the Colorado River for its raw water supply, and can be viewed as a microcosm of statewide water use and environmental trends. The City has a growing population and, consequently, a growing water demand. Recreation on Colorado River reservoirs upstream of Austin has increased, as has pressure to minimize water level fluctuations to facilitate recreation. Downstream, the agricultural community has concerns over continued water availability for crops. Additionally, there is an increased recognition that a minimum level of flow in the Colorado River and into the estuary of Matagorda Bay must be maintained for the benefit of the environment and aquatic resources, flow that could be diminished by the use of reclaimed and other auxiliary waters. Many of these issues have been magnified due to a record-breaking and ongoing drought in Central Texas, and record-breaking high temperatures that are expected to become more of the norm in Central Texas' future.

The City of Austin is in a semi-arid area with limited water resources. Austin Water, the City's municipally owned water utility has strong water protection, water conservation and reclaimed water programs aka water reclamation. The reclaimed water program offers non-potable water at below market rates to encourage customers to convert a portion of their use, typically irrigation, to a non-potable water. However, potential customers sometimes decline to connect because of cross-connection requirements governing reclaimed hook-ups. The City is concerned that the stringent and sometimes confusing code requirements that apply to the use of auxiliary waters might possibly deter potential customers of reclaimed water, who often have a limited understanding of cross connection hazards, installation requirements and long term maintenance responsibilities. Such a situation can also complicate the City's efforts to enforce these critical water protection regulations.

Many City residents on their own accord desire to use rainwater harvesting, gray water, or other auxiliary water in order to conserve water and supplant their water options. At the same time City residents expect their drinking water to meet the highest quality, safety and reliability standards. The City desires to have a comprehensible set of codes and ordinances to govern auxiliary water use that are consistent with State law while encouraging use of auxiliary water in a manner that protects public health and safety. The City wants to continue providing the safest most reliable potable water to its customers in a manner that does not unnecessarily deter the use of available resources. The City would like to remove any confusion, contradictions or barriers in the codes to optimize opportunities for using alternative water sources while assuring that state law is followed and that these codes and ordinances continue to protect public health to the high standard and degree of safety that Austin residents expect and deserve. Therefore, any proposed change should include a risk analysis to assure that public health would not be compromised. Where changes are proposed based on less stringent requirements in other states or municipalities, such proposals should clearly address any differences in reclaimed water quality or treatment standards that may not be comparable to the reclaimed water from the Austin Water Utility. Such proposals should also address any documented health incidents associated with the less stringent standard.

3. **SCOPE OF WORK**

A. **Title of Program**

Auxiliary Water Ordinances Revisions

B. **Objective**

AWU requires the services of a Consultant, with expertise in environmental microbiology and water chemistry whose primary expertise is in public health issues. The objective of the

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project to provide a list of recommended changes to City Ordinances and Codes so that they facilitate the adoption of auxiliary water use without compromising public health.

C. Implementation

Anticipated services include:

- i. Review EPA and AWWA (American Water Works Association) guidance documents on backflow prevention and cross connection control as it relates to the use of auxiliary waters;
- ii. Review of state regulations, in Arizona, California, Florida, Texas and other states or countries determined in consultation between the consultant and staff. The review will pertain to auxiliary water use by public water systems with careful attention to: applicable treatment standards for reclaimed water; water distribution system requirements (e.g., separation requirements; piping color; policy on replacement of existing pipe when converting existing potable irrigation systems to reclaimed, etc.); dispersion restrictions (e.g., spraying vs. in ground irrigation); cross connection prevention requirements; and history/record in regard to public health and safety, in particular cross connections.
- iii. Review and summarize typical municipal requirements pertaining to potable water customers using auxiliary waters;
- iv. Review various plumbing codes with the understanding that any proposed changes must conform with rules and laws of the State of Texas or note that implementation would require a change in state law
- v. Based on findings of best practices from the researched communities and Austin, consider and propose changes to the City of Austin's Cross-Connection Regulations (Chapter 15-1), Plumbing Code (Article 6, *Plumbing Code*, Chapter 25-12), Reclaimed Water Ordinance (Article 4, *Reclaimed Water*, Chapter 25-9, *Water and Wastewater*), and Utilities Criteria Manual (Section 2, *Water, Reclaimed Water and Wastewater Criteria*) to promote the use of auxiliary water use without compromising public health protection;
- vi. Research and identify potential risks to public health or the public potable water system associated with any proposed changes;
- vii. Make recommendations on staffing and resources required to implement and enforce the recommended code changes; and
- viii. In conjunction with staff, make presentations to various City of Austin Boards and Commissions and City Council regarding potential code changes.

D. Acceptance of Work

The City of Austin expects the following deliverable products, at a minimum:

- i. Report of Analysis and Findings
- ii. Summary of proposed Code and Ordinance Changes, with the summary being split between residential, and commercial/industrial proposals
- iii. Summary of detailed risk analysis to assure that public health will not be compromised
- iv. Summary of additional staff and resource needs

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- v. The Codes and Ordinances delivered in legislative format to show all additions, deletions, and modifications

Optional at the determination of Austin Water at end of project:

Provide a "Design and Construction Manual" to facilitate the installation and maintenance of auxiliary water systems in compliance with all code requirements and amendments stemming from this study. This manual must include examples of correct system installations using the various auxiliary water supplies in conjunction with various water use applications (landscape irrigation, toilet flushing, etc., as installed with and without city water backup). This manual must also include step by step instructions for creating plans; submitting them for review; obtaining required permits; performing installations; allowing required inspections; obtaining certificates of occupancy; and operating and maintaining such systems successfully on an ongoing basis.

It is anticipated that the Consultant will provide draft deliverables within one calendar year of a notice to proceed.

Anticipated RFP Schedule

- o RFP Issued – May 14, 2012
- o Proposals Due – June 14, 2012 @ 3:00 PM
- o Interviews with short-listed firms (if required) – June 30, 2012
- o Staff recommendation to Water & Wastewater Commission – July 11, 2012
- o Staff recommendation to Council – August 16, 2012
- o Negotiate and sign professional services agreement – September 1, 2012

There will not be a preproposal conference.

4. PROGRESS REPORTS

The proposer is to submit a Monthly Management Report to the Contract Administrator in each month in which services are provided highlighting the following:

- A. Prior period accomplishments
- B. Next period activities
- C. Delays or issues encountered

The Monthly Management Reports should be sufficiently detailed to assure that directions being pursued are in compliance with the Contract intent.

The Contract Administrator, Dan W. Pedersen, PE, is located at 625 E 10th Street, Austin, TX 78701. He can be contacted at (512) 972-0074 or via e-mail at dan.pedersen@austintexas.gov.

CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
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1. **PROPOSAL FORMAT**

Prefacing the proposal, the Proposer shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

- A. **Part I - Business Organization**: State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.
- B. **Part II - System Concept and Solution**: Define in detail your understanding of the requirement presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.
- C. **Part III - Program**: Describe your technical plan for accomplishing required work. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment. Specifically indicate:
 - i. A description of your work program by tasks. Detail the steps you will take in proceeding from Task 1 to the final tasks.
 - ii. The technical factors that will be considered in section above, and the depth to which each will be treated.
 - iii. The degree of definition provided in each technical element of your plan.
 - iv. The points at which written, deliverable reports will be provided.
 - v. The amount of progress payments you are requesting upon successful completion of milestones or tasks, deducting ten percent (10%), which will be paid upon final acceptance by the City.
 - vi. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities. The Proposer must state his compliance with terms of this Request for Proposal (RFP).

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- D. **Part IV - Project Management Structure:** Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.
- E. **Part V - Prior Experience:** Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 1998. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.
- F. **Part VI - Personnel:** Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes.
- G. **Part VII - Local Business Presence:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.
- H. **Part VIII - Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying:**
- i. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2-7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
 - ii. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
 - iii. If a Respondent has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Respondent is given written notice and a hearing in advance of the debarment.
 - iv. The City requires Offerors submitting Offers on this Solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit certifying that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text

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of the City Ordinance is posted on the Internet at:
<http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

- I. **Part IX - Proposal Acceptance Period:** All proposals are valid for a period of one hundred and twenty (120) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal
- Jl. **Part X - Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- K. **Part XI - Authorized Negotiator:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
- L. **Part XII - Cost Proposal:** Information described in the following subsections is required from each Proposer. Your method of costing may or may not be used but should be described. A firm fixed price or not-to-exceed Contract is contemplated, with progress payments as mutually determined to be appropriate. Ten percent (10%) of the total contractual price will be retained until submission and acceptance of all work products.
- i. Manpower. Itemize to show the following for each category of personnel with separate hourly rates:
- (1) manager, senior consultant, analyst, subcontractor, etc.
 - (2) estimated hours for each category of personnel
 - (3) rate applied for each category of personnel
 - (4) total cost
- ii. Itemize cost of supplies and materials
- iii. Other itemized direct costs
- iv. If applicable, general and administrative burden. Indicate base used, percentage, and total cost relative to this procurement.
- v. Travel expenses. All travel lodging expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed receipts (e.g. hotel bills, airline tickets). No reimbursement

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PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
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will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

- vi. Printing. State separately the cost of furnishing copies of the final report (if applicable).
- vii. Total cost schedule.

2. EXCEPTIONS:

Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal.

3. PROPOSAL PREPARATION COSTS:

All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

4. EVALUATION FACTORS AND AWARD

A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

B. **Evaluation Factors:**

- i. 100 points.

[You must select the applicable criteria from the list below that will be used for evaluation. Each criteria must have a weight with the total weight equaling 100 points. Although the list is comprehensive, it is not all inclusive. Other factors may be required based on your project]

- (1) System Concept and Solutions Proposed (Grasp of proposal objective and its solution(s), responsiveness to terms and conditions, completeness and thoroughness of the technical data and documentation.) – 15 points maximum.
- (2) Demonstrated Applicable Experience (consultant and subconsultant's history of success on auxiliary water issues, drinking water regulations/ordinances, and risk assessment / management) – 30 points maximum
- (3) Evidence of Good Organization and Management Practices – 5 points maximum
- (4) Personnel Qualifications (consultant and subconsultants have adequate experience and available staff to competently and efficiently perform the work) – 15 points maximum
- (5) Schedule (meets anticipated deadlines with expected staff) – 5 points maximum
- (6) Base Cost (total cost less travel costs and cost of optional Design and Construction Manual – 15 points maximum

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(7) Financial viability/stability – 5 points maximum

(8) LOCAL BUSINESS PRESENCE (Maximum 10 points)

| Team's Local Business Presence | Points Awarded |
|--|----------------|
| Local business presence of 90% to 100% | 10 |
| Local business presence of 75% to 89% | 8 |
| Local business presence of 50% to 74% | 6 |
| Local business presence of 25% to 49% | 4 |
| Local presence of between 1 and 24% | 2 |
| No local presence | 0 |

- ii. Interviews, Optional. Interviews may be conducted at the discretion of the City. Maximum 25 points

City of Austin
Purchasing Office
Local Business Presence Identification Form

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE).

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

| | | | | | | |
|--|--------------|-----|----|--------|-----|----|
| Name of Local Firm | | | | | | |
| Address | | | | | | |
| Is Firm located in the Corporate City Limits? (circle one) | Yes | | | No | | |
| In business at this location for past 5 yrs? | Yes | | | No | | |
| Location Type: | Headquarters | Yes | No | Branch | Yes | No |

SUBCONTRACTOR(S):

| | | | | | | |
|--|--------------|-----|----|--------|-----|----|
| Name of Local Firm | | | | | | |
| Address | | | | | | |
| Is Firm located in the Corporate City Limits? (circle one) | Yes | | | No | | |
| In business at this location for past 5 yrs? | Yes | | | No | | |
| Location Type: | Headquarters | Yes | No | Branch | Yes | No |

SUBCONTRACTOR(S):

| | | | | | | |
|--|--------------|-----|----|--------|-----|----|
| Name of Local Firm | | | | | | |
| Address | | | | | | |
| Is Firm located in the Corporate City Limits? (circle one) | Yes | | | No | | |
| In business at this location for past 5 yrs? | Yes | | | No | | |
| Location Type: | Headquarters | Yes | No | Branch | Yes | No |

**City of Austin
Purchasing Office
Local Business Presence Identification Form**

ACKNOWLEDGEMENT

THE STATE OF TEXAS
COUNTY OF TRAVIS

I certify that my responses and the information provided on **Form 0605** are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in this Section, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this Section may be investigated and I hereby give my full permission for any such investigation and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected.

OFFEROR'S FULL NAME AND ENTITY STATUS:

Signature, Authorized Representative of Offeror

Title

Date

END

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS FORM**

SOLICITATION NUMBER: STA0010

PROJECT NAME: CONSULTING SERVICES FOR AUXILIARY WATER ORDINANCES REVISIONS

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope.

Yes _____ If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

Company Name

Name and Title of Authorized Representative (Print or Type)

Signature

Date

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS UTILIZATION PLAN**
(Please duplicate as needed)

SOLICITATION NUMBER: STA0010

PROJECT NAME: CONSULTING SERVICES FOR AUXILIARY WATER ORDINANCES REVISIONS

PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION

| | | | |
|-------------------------------|---|------------|--|
| Name of Contractor/Consultant | | | |
| Address | | | |
| City, State Zip | | | |
| Phone | | Fax Number | |
| Name of Contact Person | | | |
| Is company City certified? | Yes <input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/> | | |

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts documentation if non MBE/WBE firms will be used.**

| | | | |
|--|---|---------------------|--|
| Sub-Contractor/Consultant | | | |
| City of Austin Certified | MBE <input type="checkbox"/> WBE <input type="checkbox"/> | Ethnic/Gender Code: | <input type="checkbox"/> NON-CERTIFIED |
| Vendor ID Code | | | |
| Contact Person | Phone Number: | | |
| Amount of Subcontract | \$ | | |
| List commodity codes & description of services | | | |

| | | | |
|--|---|---------------------|--|
| Sub-Contractor/Consultant | | | |
| City of Austin Certified | MBE <input type="checkbox"/> WBE <input type="checkbox"/> | Ethnic/Gender Code: | <input type="checkbox"/> NON-CERTIFIED |
| Vendor ID Code | | | |
| Contact Person | Phone Number: | | |
| Amount of Subcontract | \$ | | |
| List commodity codes & description of services | | | |

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ Date _____ Director/Deputy Director _____ Date _____

**CITY OF AUSTIN
PURCHASING OFFICE
"NO OFFER" REPLY FORM**

SOLICITATION NUMBER: STA0010

Please Complete and Return This Form to the following address to Indicate a "No Offer" Reply

City of Austin
Purchasing Office
P.O. Box 1088
Austin, Texas 78767-8845

(DO NOT RETURN ALONG WITH OFFER)

Please check the appropriate box to indicate why your firm is submitting a "no offer" response. Failure to respond to three (3) consecutive solicitations may result in your company being removed from the source list for this commodity or service. Completion of this form will assist us in maintaining an accurate, up-to-date source list.

COMMODITY CODE: 91897

DESCRIPTION: Consulting Services

- ☐ Unable to supply item(s) specified. Remove my company from the source list for the Commodity / Service Group
- ☐ Unable to supply item(s) specified. Retain my company on the vendor list for this commodity / service.
- ☐ Cannot meet the Scope of Work / Specifications.
- ☐ Cannot provide required Insurance.
- ☐ Cannot provide required Bonding.
- ☐ Job too small.
- ☐ Job too large.
- ☐ Do not wish to do business with the City. Remove my company from the City's Vendor list.
- ☐ Other reason (please state why you will not submit a bid):

Contractor's Name:

Street Address

City, State, Zip Code

Signature of Officer or
Authorized

Representative:

Date:

Printed Name:

Title